

2010 Specialty Crop Block Grant Program
Phase II, Grant Proposal
FREQUENTLY ASKED QUESTIONS (FAQ)
Rev. April 22, 2010

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1. *Will there be a provision for the up-loading of supplementary material as appendices to the Grant Proposal?*
Yes. In the Financial Assistance Application Submittal Tool (FAAST) under the “Application Attachments” tab, a drop down menu with pre-populated attachment titles is listed that are specific to the Specialty Crop Block Grant Program (SCBGP) solicitation.
 2. *Is there a character or word limit that for each question in FAAST?*
Yes. The FAAST application specifies the character limits for each section.
 3. *Does the Project Management, Legislative Information, Agency Contacts, and Cooperating Entities information need to be completed again for the Grant Proposal, Phase II?*
No. The Project Management, Legislative Information, Agency Contacts, and Cooperating Entities information provided during the Concept Proposal phase will not need to be completed.
 4. *Will the Grant Proposal Review Criteria be provided?*
Yes. The Grant Proposal Review Criteria was provided via email on Tuesday, March 30, 2010 to all applicants invited to submit a Grant Proposal.
 5. *Question 6 of the Application Questionnaire in part reads “an event or condition that is external to this Grant Proposal project and that is of direct importance to the intended beneficiaries and/or the public”. Can you provide examples of what this means?*
Yes. Please refer to page 10, Section VIII – E, of the Grant Proposal Instructions for examples of outcome measures.
 6. *What is the limit for compensation for individual consultants?*
Individual consultants may not exceed \$130,000 per year, or \$500 per eight hour day, excluding travel and subsistence as established by the federal government.
 7. *The Application Questionnaire says “If at any time an applicant is awarded funds from another state or federal program, it is the responsibility of the applicant to notify the California Department of Food and Agriculture (CDFA) immediately.” Does this refer only to funding awarded for SCBGP or to all funding received by the applicant’s organization?*
It refers only to SCBGP projects. CDFA, as well as USDA are requesting this for information purposes and to avoid “double-dipping”. An applicant is not allowed to receive SCBGP funds to support the same project activities funded by grant funds from other state or federal agencies. Applicants are allowed to receive SCBGP funds to support different activities within a project funded through multiple grant sources. If a project will be funded through multiple grant sources, the Grant Proposal should clearly delineate exactly what activities the SCBGP funds will support. CDFA reserves the right to deny project funding if it is determined that funds are being used for the same purpose.
 8. *What is the maximum amount of indirect cost an organization is allowed? Does the amount include indirect cost charged by subcontractors?*
The maximum amount of indirect cost an organization is allowed is five percent (5%) of the total Grant amount. The 5% includes any indirect cost charges by subcontractors.

For example, if the total grant amount is \$100,000, indirect cost cannot exceed \$3,000. If the organization hires a subcontractors/consultant who charges \$1,000 in indirect, the amount the organization may charge for indirect expenses is \$2,000.

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9. *Can modifications be made from the Concept Proposal to either increase or decrease the amount requested in the Grant Proposal?*

Yes, the amount requested in the Concept Proposal was based on an initial estimation of the funds needed to support the project purpose and workplan activities. Developing a detailed project proposal may result in slight modifications in the original budgeted amount. However, significant modifications resulting from changes in the project purpose or scope of work provided in the Concept Proposal are not acceptable.

10. *The Invitation to Submit a Grant Proposal contained several attachments to help assist in preparing the Grant Proposal. Which attachments are required?*

Please refer to the Grant Proposal Checklist included in the Invitation to Submit Grant Proposal. Required attachments include Performance Monitoring Plan, Workplan, Budget and Budget Narrative.

11. *Is improving product quality eligible for funding? Could it be for both field cultural practices as well as processing practices?*

Yes, the purpose of CDFA's SCBGP is to enhance the competitiveness of California specialty crops by creating and expanding partnerships, promoting and developing new and existing markets, reaching new consumers and ensuring the long term viability of California specialty crop agriculture.

The inclusion of processed specialty crops is also allowed. Since the purpose of the SCBGP is to solely enhance the competitiveness of specialty crops, the focus of the project proposal must be on the specialty crop in the processed product. In addition, the specialty crop in the processed product must constitute greater than 50% of the product by weight, exclusive of added water. Funding is restricted to enhancing the competitiveness of California grown specialty crops and this would also apply to the processed product.

12. *Should the budget include expenses that are paid through other funding sources?*

No, please refer to page 7, Question 11, of the Grant Proposal Instructions to prepare the Budget and Budget Narrative.

13. *Should Matching Funds and/or In-Kind contributions be included on the Budget or Budget Narrative?*

No, please refer to page 7, Question 12, of the Grant Proposal Instructions regarding documentation of contributions.

14. *Is there a limit to the number of Support Letters that can be attached?*

Yes, refer to page 7, Question 14, of the Grant Proposal Instructions for the maximum number of attachments allowable.

15. *Can the project title change from the Concept Proposal to the Grant Proposal as long the details of the project remain the same?*

Yes, the project title can be changed.

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16. Question 3 in the Application Questionnaire says “Clearly explain whether the project duplicates efforts of the SCBGP and the other federal/state grant programs. If it does not, how does it supplement funding efforts?” Should this say “...If it does...”?
Please see response to FAQ #7.
17. The limit for compensation for consultant services cannot exceed \$130,000 per year. What are the start and end dates for the annual limit?
The grant period is three years, starting on October 1, 2010 and ending June 30, 2013. Each grant year starts on October 1 and ends September 30. The budget template, included in the Invitation to Submit a Grant Proposal, indicates the time period for each year.
18. Clarify whether “individual consultant” refers only to individual (single) consultants or to consulting firm.
An “individual consultant” refers to an individual(s), not a consulting firm.
19. Can a project that promotes California specialty crop products include ineligible products or commodities?
Yes, projects may also benefit ineligible products or commodities. However, applicants must describe, in detail, what steps and measures will be taken to ensure that funding will be used to SOLELY enhance the competitiveness of eligible California specialty crops.
Please refer page 8 - A, of the Grant Proposal Instructions for Examples of Specialty Crop Enhancement Statements.

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20. What are some examples of In-Kind contributions?
Examples of In-Kind contributions include, but are not limited to:
1. The costs of a marketing or other service which donates time;
2. The rental or lease cost of facilities and resources needed to perform research; and
3. Publication costs, administrative services, or access to lab equipment.
21. What is meant by “performance indicator”, under Question 7 Performance Monitoring Plan?
Performance indicators explain how the activities involved in the process of collecting and analyzing data will be accomplished. Please refer to page 13, Section F of the grant Proposal Instructions for examples of “performance indicators” in a Performance Monitoring Plan.
22. Should contractual costs be listed according to travel, supplies, equipment or should they be listed under the line item “Contractual” in the budget template?
The total contract cost should be listed under the budget line item “Contractual” in the Budget Template. The Budget Narrative should include a short description of the services each contract covers and the flat rate fee or the total hourly rate. Please refer to page 17, Section J of the Grant Proposal Instructions for examples of Budget Narrative contractual descriptions.
23. To whom and at what address should Letters of Support be addressed?
Letters of Support may be addressed and sent to the Grant Proposal applicant and submitted as an attachment in FFAST. Please refer to page 7, Question No. 14, Letters of Support, of the Grant Proposal Instructions.

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24. *What is meant by “Who supports this grant project?” and “Describe how all grant partners commit to and work toward the goals/outcome measures of the grant project” under Question No. 9, Project Commitment?*

The first part of Question No. 9 refers to grant partners – individuals and/or organizations – who support the project. The second part of Question No. 9 asks for a description of how the grant partners support and work towards the successful completion of the project's goals and outcomes. Please refer to page 14, Section H, Project Commitment, of the Grant Proposal Instructions for examples.

25. *Who should write Letters of Support?*

Organizations that do not have a specific role in the project, but are supportive of the project for various reasons write Letters of Support.

26. *Is there a section in the FFAST application where additional attachments can be uploaded?*
Refer to FAQ #1.

27. *Should sub-awards be included in the Budget Template?*

Yes, sub-awards supported by SCBGP funds should be included in the Budget Template under the Contractual line item whether it is in the form of a contract or sub-grant award. The Budget Narrative should include a short description of the services each contract or sub-grant award covers and the flat rate fee or the total hourly rate. Please refer to page 17, Section J of the Grant Proposal Instructions for examples.

28. *How should match funds that will be provided on an annual basis be documented in the Grant Proposal application?*

Provide an estimate of the total amount of match funds and/or in-kind contributions that will be provided for the life of the project in the response to Question No. 12. Attach letter(s) documenting matching funds and/or in-kind contributions confirming the type(s), amount(s), and source(s) for the first year of the project. If the project is awarded SCBGP funds, CDFA will request documentation for subsequent years at the beginning of each project year.

29. *If the availability of matching funds has changed since the original Concept Proposal was accepted, can the amount of the SCBGP funds requested increase proportionately?*

No, the amount of SCBGP funds requested cannot be increased if the availability of matching funds increases. Please refer to Frequently Asked Question No. 9 above for circumstances under which the amount of funds requested can be increased.

30. *Do you require a biography or a full Resume/CV in response to Question 13, Workteam, of the Grant Proposal application?*

Please provide whichever is most applicable – either a current Resume or Curriculum Vitae no more than two pages in length – for any Project Directors, Co-Project Directors or collaborators who will receive a portion of the project funds.

31. *Can you provide information on the 5 percent allowed for Indirect costs?*

Indirect costs are those costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. A cost may not be allocated as an indirect cost if it is incurred for the same purpose as a direct cost and vice versa. Indirect costs cannot exceed 5 percent of the proposed budget. The 5 percent allowed indirect

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includes all indirect costs budgeted by both the grant recipient and its subcontractors. Please refer to page 16, Section J of the Grant Proposal Instructions for more information regarding Indirect Costs.

32. *Do Resumes and Curriculum Vitas need to be on letterhead?*

No, Resumes and Curriculum Vitas do not have to be on letterhead.

33. *How does the Performance Monitoring Plan differ from Workplan?*

A Workplan describes all activities that will be carried out to complete the project while a Performance Monitoring Plan describes the activities involved in the process of collecting and analyzing data. Performance measure activities that occur beyond the grant period should also be included in a Performance Monitoring Plan.

Please refer to page 6, Question 10, of the Grant Proposal Instructions for information required in a Workplan and page 15, Section I for a Workplan example. Please refer to page 5, Question 7 of the Grant Proposal Instructions for information required in a Performance Monitoring Plan and page 13, Section F for a Performance Monitoring Plan example.

34. *What does the question: 'Amount Recommended by SWRCB' in the FFAST application refer to and how should it be answered?*

CDFA has partnered with the State Water Resource Control Board (SWRCB) to host FFAST. This question only concerns applicants that apply for SWRCB funds and should be left blank.

35. *Does the character limit include spaces?*

Yes, the character limit includes spaces.

36. *When will CDFA Announce & Award the 2010 SCBGP Sub-recipient Grants?*

The 2010 SCBGP timeline is available on the CDFA website: www.cdfa.ca.gov/grants.

37. *What are the payment methods to pay for costs incurred under the SCBGP?*

The two types of payment methods are advance payments and reimbursement payments.

Please refer to page 2 of the 2009 SCBGP Grant Management Procedures (GMP) Manual under the 2009 Grant Award Information link on CDFA's website www.cdfa.ca.gov/grants.

Note: Information contained in the GMP is subject to change.

38. *Can a SCBGP recipients subcontract with school districts?*

Yes, SCBGP recipients can subcontract with school districts.

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39. *There is a column entitled "Activities" in the Performance Monitoring Plan template and one entitled "Principle Function" in the Grant Procedures Instructions example. Which column title is correct?*

Please use the column titles included Performance Monitoring Template to complete the application question in FFAST. The title in the Grant Proposal Instruction is no longer current.

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40. *Is there a page limit to the Budget Narrative?*
No, there is not a page limit to the Budget Narrative, but it must be completed using 12 point font with 1 inch margins.
41. *What type of matching fund documentation is required for salaries?*
A letter or confirmation on the type, amount and salary funding source from an individual authorized by the organization to provide the information meets the documentation requirement.
42. *Should preparing the required final project report be listed as a Workplan activity?*
Yes, preparing the required final project report should be listed as a Workplan activity.
43. *Should the responses provided to the Phase I – Concept Proposal be revised to align with responses provided for Phase II – Grant Proposal?*
No, do not revise any responses provided during Phase I – Concept Proposal.
44. *Are resumes required for individuals or entities that manage events funded through the SCBGP?*
Resumes are required for project directors, co-project directors or collaborators that *directly* manage activities funded through the SCBGP.
45. *Are projects always funded at the requested amount?*
No, CDFA reserves the right to offer an award for funding a Grant Proposal project which is less than the amount requested.
46. *Is there a character limit on the Budget Narrative?*
No, there is no character limit on the Budget Narrative. Please refer to FAQ No. 40 above and the page 15 of the Grant Proposal Instructions for further Budget Narrative instructions.
47. *Are Letters of Support addressed to the Grant Proposal applicant or CDFA?*
Please refer to FAQ No. 23 above.
48. *Are Resumes/Cirriculum Vitaes required for educational assistants working on a project?*
Resumes/Cirriculum Vitaes are only required for project directors, co-project directors or collaborators that directly *manage* activities funded through the SCBGP.
49. *Is disseminating the results of a project a required Workplan element?*
Yes, please refer to Question No. 10 on page 6 of the Grant Proposal Instructions.
50. *Can the dissemination of project results be funded through Matching Funds and/or In-Kind Contributions? What Matching Fund and/or In-Kind Contribution documentation is required?*
Yes, Matching Funds and/or In-Kind Contributions can fund the dissemination of project results. Please refer to Question No. 12 on page 7 of the Grant Proposal Instructions for documentation requirements.
51. *Are Matching Funds and/or In-Kind Contributions based on specific Workplan activities or the total project amount?*
Matching Funds and/or In-Kind Contributions are based on the total project amount and not specific Workplan activities.

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52. *Are Matching Funds and/or In-Kind Contributions included in the minimum/maximum funding requirements?*

No, Matching Funds and/or In-Kind Contributions are not included in the minimum/maximum funding requirements.

53. *How are the evaluations of Measureable Outcomes conducted and reported after the project ends?*

Please refer to Question No. 6 on page 5 of the Grant Proposal Instructions for instructions on including long-term Measurable Outcomes in the Grant project proposal. Although, SCBGP funds cannot support activities that are conducted subsequent to the term of the project, CDFA highly encourages the submission of ongoing measurable outcomes reports.

54. *Are vehicles an allowable cost under the SCBGP?*

No, vehicles are not an allowable cost under the SCBGP.

55. *Where should subcontract costs be listed in the Budget and Budget Narrative?*

Subcontractor costs should be listed under the Contractual line item in the Budget and Budget Narrative.

56. *When is CDFA's approval needed to purchase Special Purpose Equipment?*

Once a project is approved for SCBGP funding and a formal Subrecipient Agreement is executed, Special Purpose Equipment may be purchased.

57. *Is the number of Letters of Support part of the Grant Proposal scoring criteria?*

No, Letters of Support are not part of the Grant Proposal scoring criteria. The maximum number of Letters of Support is five and there is no minimum.